



Jerry L. Sanders, Jr.
Sheriff

**SHERIFF OF DELAWARE COUNTY
MEDIA, PENNSYLVANIA 19063**

PHONE 610-891-4296 - FACSIMILE 610-891-1765



Michael Donohue
Chief Deputy

March, 2021

UNTIL FURTHER NOTICE: Due to current and ongoing restrictions related to the COVID-19 Pandemic,

The March 15, 2013, Conditions of Sales with respect to Real Estate Sheriff Sales shall be amended temporarily to include the procedures and rules outlined herein; including the pre-registration requirement for all potential bidders.

The amended procedures and rules shall take precedence over the March 15, 2013, Conditions of Sale until further notice.



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For the May 21, 2021 Sheriff Sale of Real Estate and for sales in the future, registration of third party bidders is required in addition to several changes in the way that the sale will be conducted. Attached to this packet is the list of changes. Please take time to review and note the changes we have made.

Regarding the registration of third party bidders, the attached documents are required to be filled out and turned into the Sheriff's Department with your \$1,000.00 registration fee. If your registration is accepted, you will receive your entry pass in the mail or at the email address you have provided. If your registration is denied, you will receive your deposit and the reason for denial back in the mail.

The following should be turned into the Sheriff's Real Estate Department, located at Delaware County Sheriff's Office Attn: Real Estate Department 201 West Front Street, Media PA 19063:

- Sale registration form
- COVID-19 assessment form
- Filled out and signed realty transfer tax statement (PA Department of Revenue form REV-183)
- Copy of a driver's license or other valid government issued identification
- \$1,000.00 Money order (or certified bank check) Made payable to Delaware County Sheriff

You can contact us with any questions regarding the registration process via email at:
clarkeg@co.delaware.pa.us

We thank you in advance for your cooperation.

Counsel for the Plaintiff-

1. Cases will be grouped together by the representing attorney/law firm.
2. Properties will not be sold in the usual numbered order as in the past.
 - a. May sales will be at the same time as the sales continued from previous sales.
 - b. Continued sales will be announced first, followed by the properties newly scheduled for May 21, 2021.
3. Sale will then proceed as follows:
 - a. Attorneys/law firms with single properties will start the sale.
 - b. The sale will then proceed with the attorneys having the lowest number of sales concluding with the attorney that has the greatest number of sales.
 - c. When an attorney is finished, they will be required to leave the sale area.
4. If an attorney is going to be bidding as a third party, or representing another party with an interest in a property (such as lienholders) they will be permitted into the sale and permitted to stay until the sale(s) property or properties they are handling come up.

Potential Property Buyers (Public and Attorneys)

1. Buyers must register to attend the physical sale. To register the buyers must provide:
 - a. Sale registration Form, specifying properties in which they are interested in and a COVID-19 assessment form.
 - b. Completed and sign realty transfer tax statement (PA Department of Revenue form REV-183)
 - c. Copy of their valid driver's license or other valid government issued identification.
 - d. \$1,000.00 Certified Bank Check or Money order payable to Delaware County Sheriff.
 - e. Dates for pre-registration TBA
 - f. Buyers may be denied registration and /or entry based on Delaware County's Covid-19 screening standards as the time of the registration.
 - g. Buyers must follow all of the COVID-19 guidelines while attending the sale, (masks and social distancing.)

2. Registered buyers will receive an entry pass with an identification number. Only one person is allowed per pass.
3. The buyer's registration fee will be used as part of the deposit if the buyer successfully purchases a property. The registration fee will be refunded if the buyer is unsuccessful.
 - a. Successful buyers must pay the Hand Money at the time of the sale.
 - b. Any remaining balance must be paid within 10 calendar days after the sale date. Please contact the Sheriff's Office for the exact amount.
 - c. All payments must be Certified Bank Check or Money order and payable to Delaware County Sheriff. CASH WILL NOT BE ACCEPTED and there are no provisions for credit/debit.
4. Buyers are expected to leave the room after the sale of the property that they are interested in has occurred.
 - a. Buyers are asked to make the Sheriff's department aware of the properties they are interested in, especially if there are multiple properties of interest.
5. Payments and/or questions regarding the sale will be taken at the Sheriff's Office. Social distancing and masks while waiting are required.



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For the May 21, 2021 Sheriff Sale of Real Estate and for sales in the future, registration of third party bidders is required in addition to several changes in the way that the sale will be conducted. Attached to this packet is the court order issued by the Delaware County Court of Common Pleas that authorizes and orders the changes outlined within the order.

Regarding the registration of third party bidders, the attached documents are required to be filled out and turned into the Sheriff's Department with your \$1,000.00 registration fee. If your registration is accepted, you will receive your entry pass in the mail. If your registration is denied, you will receive your deposit and the reason for denial back in the mail.

The following should be turned into the Sheriff's Real Estate Department, located at Delaware County Sheriff's Office Attn: Real Estate Department 201 West Front Street, Media PA 19063:

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You can contact us with any questions regarding the registration process via email at:
clarkeg@co.delaware.pa.us

We thank you in advance for your cooperation.



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**Delaware County Sheriff's Office
Third Party Bidder Registration Form**

Bidder's Last Name	
Bidder's First Name	
Company or Business	
Address	
City	
State, Zip Code	
Phone Number	
Alternate Phone Number	
Email	
Driver's License State	
Driver's License Number	
Attorney (if applicable)	
Attorney Phone	

Potential properties interested in bidding on (this information is for the Sheriff's use only and WILL NOT be shared):
Please identify by sale and/or case number (example: 256/2019, 1906-24)

Signature

Date



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**Delaware County Sheriff's Office
Bidder Entry Pass**

(Only one person permitted to enter per pass.)

Holder of pass must present state issued identification that matches the below information.

Bidder Name:	
Company or Business:	
ID State and Number:	
Email:	
Money Order/Check #:	
Bidder Number:	

If the person listed above is unable to attend, this pass is non-transferrable.



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Sheriff Sale Bidder's Acknowledgement

(ALL BIDDERS MUST FILL OUT & SIGN)

I, _____, do hereby acknowledge the following:

1. I agree to comply with all requirements set by the Delaware County Sheriff to comply with the CDC and PA Department of Health to prevent the transmission of COVID-19.
2. The Delaware County Sheriff is selling the listed properties without any guarantee or warranty whatever, either as to title, liens, structure or lack of structure upon the land, or any other matter or thing whatsoever.
3. I have conducted or will conduct my own research prior to the sale, which may also include obtaining an independent title search and/or speaking with an attorney regarding the procedures that may be necessary to obtain clear title to any property upon which I may bid at any Sheriff Sale; or, alternatively, I am electing to move forward without a title search and will assume all risks therefrom.
4. All efforts have been made by the Sheriff's Department to keep the Sheriff Sale proceedings free from error; however, it makes no guarantees of any kind.
5. I further understand that the sale may be challenged in court by the owner and/or a lienholder, which may lead to lengthy legal proceedings, a delay in receiving the deed to the property, and/or an overturning of the Sheriff Sale by the court.
 - a. In the event of such a challenge, if I choose to participate in any legal proceedings, I am responsible for my own legal representation.
 - b. In the event that the sale is overturned by the court, I understand that I will receive a refund of the purchase price.
6. In the event I choose to enter the property or take possession of the property without receiving the deed to the property, I am doing so at my own peril. Furthermore, I understand that in no event shall the Sheriff's Department be liable to me for any fees or expenses, including but not limited to repairs, improvements or law suits, I may incur as a result of any actions I may take with respect to the property prior to obtaining marketable title to the property, which is my sole responsibility.
7. I understand that the property purchased may be occupied by the defendants or other tenants and the Sheriff's Department is not responsible for the proceedings to remove these individuals from the property.

8. I acknowledge the following payment schedule:

- a. \$1,000.00 deposit for sale registration will be applied to one (1) property upon successful purchase. Multiple properties will require additional deposits to be made per property.
- b. The Hand Money listed for the sale will be required at the time of the sale. Certified check or money order only payable to Delaware County Sheriff. CASH WILL NOT BE ACCEPTED and there are not provisions for credit/debit.
- c. Any remaining balance must be paid in full within 10 calendar days of the sale date. Please call the Sheriff's office for your balance.
- d. Payments shall be made in the form of certified check or money order payable to Delaware County Sheriff. CASH WILL NOT BE ACCEPTED and there are not provisions for credit/debit.
- e. Any bidder who fails to pay in accordance with the schedule as described above, will forfeit any and all deposits to the Sheriff, will be prohibited from bidding at any future Sheriff Sales, and may face legal action to recover the difference between the original sale and the amount received at re-sale.

9. In consideration of the acceptance of the submission of this form by Delaware County, I release and discharge Delaware County from any and all actions, causes of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts controversies, agreements, promises, variances, trespasses, damages, judgments, extents, executions, claims and demands whatsoever, in law, admiralty or equity, which against Delaware County, I ever had, now have or hereafter can, shall or may have, for, upon, or by reason of any matter, cause or thing whatsoever from the beginning of the world to the day of the date of this document and to all claims, demands, actions, causes of action, liabilities, obligations, losses, damages, penalties, costs, and expenses, of whatever nature which arise out of or are in any way connected with the Sheriff's sale and/or any other dealings among the parties.

Signature

Date

For Sheriff Use Only:

- ☐ Sale Registration Form
- ☐ COVID-19 assessment form
- ☐ Filled out and signed realty transfer tax statement (PA Department of Revenue form REV-183)
- ☐ Copy of a driver's license or other valid government issued identification
- ☐ \$1,000 Money order (or certified bank check) # _____

☐ Registration Accepted- Assigned Bidder # _____ ☐ Registration Denied



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**Sheriff's Sale Registration
COVID-19 Assessment Form**

(Person attending the sale must fill out with registration)

Name: _____

- 1- Do you have any of these symptoms that are not caused by another condition?
Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches,
Headache, Recent loss of taste or smell, Sore throat, Congestion, Nausea or vomiting, Diarrhea
☐YES ☐NO

- 2- Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-
like symptoms? Contact is being 6 feet (2 meters) or closer for more than 15 minutes with a person, or
having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed
on).
☐YES ☐NO

- 3- Have you had a positive COVID-19 test for active virus in the past 10 days?
☐YES ☐NO

- 4- Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate,
or self-quarantine because of concerns about COVID-19 infection?
☐YES ☐NO

- 5- Have you traveled (in the past 14 days) or will you be travelling to any of the states listed below.
(Subject to change based upon the PA Dept. of Health's recommendations):
Alabama, Arkansas, Florida, Georgia, Hawaii, Idaho, Illinois, Iowa, Kansas, Louisiana, Mississippi,
Missouri, Nevada, North Carolina, North Dakota, Oklahoma, South Carolina, South Dakota, Tennessee,
Texas
☐YES ☐NO

Signature

Date

REV-183

BUREAU OF INDIVIDUAL TAXES
PO BOX 280603
HARRISBURG, PA 17128-0603

**REALTY TRANSFER TAX
STATEMENT OF VALUE**
COMPLETE EACH SECTION

State Tax Paid:

Book:

Page:

Instrument Number:

Date Recorded:

SECTION I TRANSFER DATA

Date of Acceptance of Document

Grantor(s)/Lessor(s) DELAWARE COUNTY SHERIFF		Telephone Number (610) 891-4296		Grantee(s)/Lessee(s)		Telephone Number	
Mailing Address 201 WEST FRONT STREET				Mailing Address			
City MEDIA		State PA	ZIP Code 19063	City		State	ZIP Code

SECTION II REAL ESTATE LOCATION

Street Address		City, Township, Borough	
County	School District	Tax Parcel Number	

SECTION III VALUATION DATA

Was transaction part of an assignment or relocation? ☐ YES ☐ NO

1. Actual Cash Consideration	2. Other Consideration +	3. Total Consideration =
4. County Assessed Value	5. Common Level Ratio Factor x 2.00	6. Computed Value =

SECTION IV EXEMPTION DATA - Refer to instructions for exemption status.

1a. Amount of Exemption Claimed \$	1b. Percentage of Grantor's Interest in Real Estate %	1c. Percentage of Grantor's Interest Conveyed %
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2. Fill in the Appropriate Oval Below for Exemption Claimed.

- ☐ Will or intestate succession. _____ (Name of Decedent) _____ (Estate File Number)
- ☐ Transfer to a trust. (Attach complete copy of trust agreement and all amendments.)
- ☐ Transfer from a trust. (Attach complete copy of trust agreement and all amendments.)
- ☐ Transfer between principal and agent/straw party. (Attach complete copy of agency/straw party agreement.)
- ☐ Transfers to the commonwealth, the U.S. and instrumentalities by gift, dedication, condemnation or in lieu of condemnation. (If condemnation or in lieu of condemnation, attach copy of resolution.)
- ☐ Transfer from mortgagor to a holder of a mortgage in default. (Attach copy of mortgage and note/assignment.)
- ☐ Corrective or confirmatory deed. (Attach complete copy of the deed to be corrected or confirmed.)
- ☐ Statutory corporate consolidation, merger or division. (Attach copy of articles.)
- ☐ Other (Provide a detailed explanation of exemption claimed. If more space is needed attach additional sheets.)

SECTION V CORRESPONDENT INFORMATION - All inquiries may be directed to the following person:

Name		Telephone Number	
Mailing Address		City	State ZIP Code

Under penalties of law, I declare that I have examined this statement, including accompanying information, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of Correspondent or Responsible Party	Date
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FAILURE TO COMPLETE THIS FORM PROPERLY OR ATTACH REQUESTED DOCUMENTATION MAY RESULT IN THE RECORDER'S REFUSAL TO RECORD THE DEED.



1830019105

1830019105

Instructions for REV-183

Realty Transfer Tax Statement of Value

REV-183 IN (EX) 06-19

GENERAL INFORMATION

Complete each section and file in duplicate with the Recorder of Deeds when (1) the full value/consideration is not set forth in the deed, (2) the deed is without consideration or by gift, or (3) a tax exemption is claimed. If more space is needed, please attach additional sheets. A Statement of Value (SOV) is not required if the transfer is wholly exempt from tax based on family relationship or public utility easement. However, it is recommended that a SOV accompany all documents filed for recording.

LINE INSTRUCTIONS

SECTION I

Date of Acceptance – Enter the date the document was delivered to and accepted by the grantee/lessee.

Enter the full names and addresses of all grantor(s)/lessor(s) and all grantee(s)/lessee(s). Attach additional sheets if necessary.

SECTION II

This section identifies the real estate to be transferred. Complete fully, including the tax parcel number where applicable and the county where the statement is to be filed.

SECTION III

Indicate by filling in YES or NO, whether the document represents two or more transactions accomplished by an assignment of the agreement of sale or by the use of a relocation arrangement. Complete for all transactions:

1. **Actual Cash Consideration** – Enter the amount of cash or cash equivalent that the grantor received for the transfer of the real estate.
2. **Other Consideration** – Enter the total amount of noncash consideration that the grantor received for the transfer of the real estate, such as property and securities. Include mortgages and liens existing before the transfer and not removed thereby, and the agreed consideration for the construction of improvements.
3. **Total Consideration** – Enter the sum of Lines 1 and 2. This will be the total consideration for the purchase of the real estate.
4. **County Assessed Value** – Enter the actual assessed value of the entire real estate, per records of the county assessment office. Do not reduce the assessed value by the grantor's fractional interest in the real estate.

5. **Common Level Ratio Factor** – Enter the common level ratio factor for the county in which the real estate is located. An explanation of this factor is provided below.

6. **Computed Value** – Enter the product of Lines 4 and 5.

SECTION IV

Complete only for transactions claiming an exemption. For exemptions refer to Title 61 §91.193 of the Pennsylvania Code.

- 1a. **Amount of Exemption Claimed** – Enter the dollar amount of the value claimed as exempt.

- 1b. **Percentage of Grantor's Interest in Real Estate** – Enter the percentage of grantor's ownership interest in the real estate listed in Section II.

- 1c. **Percentage of Grantor's Interest Conveyed** – Enter the fraction or percentage of grantor's interest in the real estate on Line 1b that the grantor conveyed to the grantee. For example, if you indicated on Line 1b that grantor owns a 50 percent tenant-in-common interest in the real estate and grantor is conveying his entire 50 percent interest to the grantee, then you would enter 100 percent on this line.

2. **Fill in the Appropriate Oval for Exemption Claimed** – Ovals are provided for the most common Pennsylvania realty exemptions. Each is explained in order of appearance on the Realty Transfer Statement of Value form.

Will or Intestate Succession – A transfer by will for no or nominal consideration, or under the intestate succession laws, is exempt from tax. Provide the name of the decedent and estate file number in the space provided.

Transfer to a Trust – A transfer for no or nominal consideration to a trust is exempt from tax when the transfer of the same property would be exempt from tax if the transfer were made directly by the grantor to all the possible (including contingent) beneficiaries. Attach a complete copy of the trust agreement and identify the grantor's relationship to each beneficiary.

Transfer from a Trust – Attach a complete copy of the original trust and all amendments to the trust.

Transfer Between Principal and Agent/Straw Party – A transfer between an agent/straw party and principal for no or nominal consideration is exempt. Attach a complete copy of the agency/straw party agreement.

Transfer to the Commonwealth, the U.S. and Instrumentalities by Gift, Dedication, Condemnation or in Lieu of Condemnation – If the transfer is by condemnation or in lieu of condemnation, attach a copy of the resolution.

Transfer from Mortgagor to Holder of a Mortgage in Default – A transfer from a mortgagor to a holder of a mortgage in default, whether pursuant to a foreclosure or in lieu thereof, is exempt. Provide a copy of the mortgage and note, and any documentation evidencing the assignment thereof.

Corrective or Confirmatory Deed – A deed for no or nominal consideration that corrects or confirms a previously recorded deed but does not extend or limit the title or interest under the prior deed is exempt from tax. Attach a complete copy of the prior deed being corrected or confirmed.

Statutory Corporate Consolidation, Merger or Division – A document that evidences the transfer of real estate pursuant to the statutory consolidation or merger of two or more corporations (15 Pa. C.S. §1921-1932 or 15 Pa. C.S. §5921-5930) – or the statutory division of a nonprofit corporation (15 Pa. C.S. §5951-5957) – is exempt from tax.

Attach a copy of the articles of consolidation, merger or division.

Other – When claiming an exemption other than those listed, you must specify what exemption is claimed. When possible, provide the applicable statutory and regulatory citation. Attach additional pages, if necessary. Attach a copy of supporting documentation.

SECTION V

Enter the name, address and telephone number of party completing this form.

COMMON LEVEL RATIO FACTOR

This is a property valuation factor provided by the PA Department of Revenue by which the county assessed value is multiplied to determine the taxable value of real estate for all non-arm's-length transactions, leases and acquired companies. The factor is based on the common level ratio established by the State Tax Equalization Board. The common level ratio is a ratio of assessed values to current fair market values as reflected by actual sales of real estate in each county. A statewide list of the factors is available at the Recorder of Deeds' office in each county and on the department's website at www.revenue.pa.gov

THIS STATEMENT MUST BE SIGNED BY A RESPONSIBLE PERSON CONNECTED WITH THE TRANSACTION.